



## DEPARTMENT OF THE NAVY

HUMAN RESOURCE SERVICE CENTER  
SOUTHEAST REGION  
9110 LEONARD KIMBLE RD  
STENNIS SPACE CENTER, MS 39522-0002

12000  
Code 01  
15 Aug 00

From: Director, Human Resources Service Center Southeast  
To: Directors, Human Resources Offices, Southeast  
Directors, Civilian Personnel Programs, Southeast  
  
Subj: MODERN DEFENSE CIVILIAN PERSONNEL DATA SYSTEM (MDCPDS):  
IMPACT AND IMPLEMENTATION GUIDANCE

Ref: (a) HRSC Southeast ltr 12000 Code 00 of 02 Jun 00

Encl: (1) Information to Employee: Modern System  
(2) Modern System: System Requirements

1. Reference (a), the first in a series of letters regarding the conversion to Modern DCPDS, notified customers that we would begin implementing the Modern System, effective 13 October 2000. While we've recently been informed of further delays in implementation, we will continue to keep our customers apprised of changes in the schedule and ongoing activities in preparation for deployment.

2. Soon after this letter is distributed, HRO's will be providing information to those activities with recognized labor organizations regarding notice requirements and potential impact and implementation bargaining. Enclosure (1) is an employee information sheet on the Modern System. It is part of the bargaining package. HRSC Southeast will electronically forward enclosure (1) to field points of contact(POCs). After bargaining obligations have been completed, activity POCs will be asked to disseminate this information to civilian employees within their command.

3. There are similarities between running the current Personnel Process Improvements (PPIs) and the Modern System. The Modern System uses a Windows based, Oracle Client for access to the Modern System similar to PPI access to the Legacy system. In preparation for the Modern System, the HRSC Southeast has scheduled a meeting with our Information Technology POCs to demonstrate the loading of Client software and answer questions on set-up, access, system requirements, etc. Prior to

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conversion to the Modern System, HRSC Southeast will provide your activity with the most current version of the Modern System Client software. Installation of this software on user workstations must be completed before the scheduled deployment date. We will keep you apprised of any information related to the installation of software prior to deployment. Enclosure (2) provides system requirements for Modern DCPDS. It is recommended you share this information with your Information Technology Department at the earliest opportunity.

4. Much time has been spent working on the specific details surrounding the conversion to Modern DCPDS. At the time of conversion, all Requests for Personnel Action (RPA/SF-52) and Notifications of Personnel Action (NPA/SF-50) must be removed from the Personnel Process Improvements (PPIs). Unfortunately, due to the vast differences between the PPI system and the Modern System, it will not be possible to electronically convert PPI transactions already in the system to Modern. In addition, there will be no electronic means to process actions during the conversion period. Therefore, deadline dates for receipt of personnel actions at HRSC Southeast, in advance of deployment, will be established.

5. During the second week of deployment, all current PPI users with an "**active**" account will have a user account established for them in the Modern System. In order to establish accounts within the Modern System, we are required to enter a Social Security Number, gender and date of birth for each user. While we can obtain such information on employees we service, we do not have access to the same information on our Special Users (i.e. contractors, military personnel, and civilians not serviced by HRSC Southeast). Therefore, users will need to provide this type of specific information at the time a new access request form is completed.

6. During the actual conversion period, HRSC Southeast will be open for business. While we know that some of our electronic tools, such as e-mail service, will be unavailable for a portion of this two-week period, we still have the capability to perform many other tasks that are part of our day-to-day business. The same telephone numbers that you use today will be operational during the conversion period.

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7. We are making every effort at HRSC Southeast to ensure all of our serviced activities are aware of the conversion to the Modern System and the potential impact. As more information becomes available regarding this change, we will pass it on. If you have questions regarding the Modern System, please contact Ms. Denise Porch, at DSN 446-1043 or COML (228) 813-1043 or Ms. Mary Lawrence at DSN 446-1050 or COML (228) 813-1050. We will also answer your questions via e-mail. Send your inquiries to [ModernQuestions\\_SE@se.hroc.navy.mil](mailto:ModernQuestions_SE@se.hroc.navy.mil), and your question will be forwarded to the appropriate Modern Team member for response.

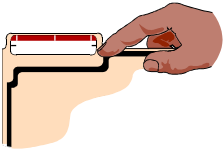
(Signed Electronically)  
T. DEWAYNE BERRYHILL  
By direction



# Deployment of Modern DCPDS at HRSC Southeast



## Background



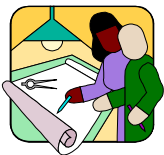
The Department of Defense (DoD) implemented an automated record-keeping system for civilian personnel information in the late 1980's. The system, known as the Defense Civilian Personnel Data System or DCPDS, maintains an electronic record on every civilian employee, which includes information on grade, series, job title, date of birth, eligibility for retirement, veterans' preference, etc. This system is used to complete personnel actions that effect all kinds of pay and benefits such as step increases, reassignments, awards, and life insurance changes. The system also holds records on what training has been completed. Personnel actions processed in DCPDS flow data to the civilian payroll office electronically.

## A new system



DoD has been working several years on a new, more modern system to replace DCPDS. This system, aptly named the Modern DCPDS is ready for deployment to DoD centers around the world. During the calendar year 2001 all records of DoD civilians wherever they may be assigned will be moved to the Modern System. Test sites have been in operation for several months to ensure that the system will accurately and efficiently handle actions when it is implemented for the remaining locations. The Navy test site is the Human Resources Service Center (HRSC) Northwest located in Silverdale, WA. They have been operating on the Modern System since November 1999.

## Deployment at HRSC Southeast



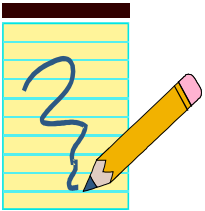
HRSC Southeast was previously advised that the date to implement the Modern System would be 08 December 2000. However, notification was received on 17 July 2000 stating implementation is now delayed until calendar year 2001. At the time of conversion, DCPDS will be shut down and the Modern system will be installed, accounts built, records converted and the new system brought on line approximately two weeks after the shut down of DCPDS. We are busily working now to get ready for this deployment. There are many steps in this process, including reviewing a variety of quality reports on data currently in the system, standardizing abbreviations used to enter positions titles in the system, and conducting briefings and training for those who will be using Modern system to input, track, and process personnel actions.

## What does this change mean to me?

Deployment of the Modern DCPDS is not expected to produce any problems with your record. There will be some personnel actions that will be effective during the transition period that might be processed on an earlier date or may be held and processed retroactively after the new system is brought on-line. We are making every effort at HRSC



Southeast to make sure that all of our serviced activities are aware of the two-week period between when the old system is turned off and the new system is turned on, to ensure that we can minimize any



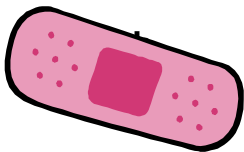
Rest assured that we are keeping tabs on all pending personnel actions in our current system to ensure that all requests are identified and saved when we turn off the old system. We have taken the additional step of identifying a Payroll point of contact for the HRSC who will monitor the flow of payroll information during conversion. The HRSC point of contact will be working with designated points of contact in each payroll office as issues arise. In the event that our quality control review identifies a correction needed to some data element in your record requiring issuance of a Standard Form 50 (Notification of Personnel Action), you would receive a copy of that document at your work site through normal distribution procedures.

### **Will the HRSC be closed to customers during the conversion?**



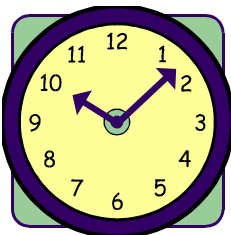
HRSC Southeast will be open during the two-week conversion period. This is not an operational shutdown for us. While we know that some of our electronic tools will be unavailable for part or all of the two-week period, we will still be able to perform many other tasks that are a part of our day-to-day business. The same telephone numbers that you use today will be operational during the conversion. We will lose our e-mail service for a portion of the conversion period, but it is anticipated this will occur over the weekend only.

### **What about emergency actions?**



We are aware that there will be some actions effective during our conversion period that will have to be processed because there was no way to anticipate them and it is necessary to process them before the new system comes on line. We have made arrangements to cover these types of things and even to use hand-typed personnel actions if necessary. Each activity will be notified about these emergency procedures, and we will explain how to get a request through while the automated system is down.

### **What should I do?**



There isn't anything that you need to do for the conversion. We do not expect any problems with converting the electronic information as we move to the Modern system. Once the new system is on-line we know that activity, HRO, and HRSC employees will need a while to become proficient with the new system. We ask for your patience during post conversion as we all try to make that adjustment.

Should you have any question about the Modern system, send us an email at **ModernQuestions\_SE@se.hroc.navy.mil**.

## **MODERN DCPDS - SYSTEM REQUIREMENTS**

### **Minimum PC configuration requirements upon initial operating capability (IOC) for end users are:**

486/66 MHz computer  
16 megabytes (MB) of RAM  
200 MB of free hard disk space  
17-inch monitor (14-inch monitor work will work. However, having a 17-inch screen eliminates the need for constant scrolling while using Oracle applications.)  
TCP/IP Connection to NIPRNET

### **Preferred PC configuration requirements:**

200 MHz (or faster) Intel Pentium/MMX computer  
64 MB RAM  
Windows NT 4.0 OS  
200 MB free hard disk space  
2 PC MCIA slots  
TCP/IP Connection  
pointing device (mouse, track ball, etc)  
21 inch monitor  
3.5 inch floppy disk drive  
8X speed CDROM drive  
Audio enhancement card w/stereo speakers

## **SOFTWARE:**

### **Minimum software requirements for end users are:**

Windows 95/98 or Windows NT 4.0  
Oracle Interface (Site License Provided by DOD)  
Modern DCPDS Client Applications  
Microsoft Internet Explore 4.72 w/128-bit cipher

### **Preferred software configuration:**

Windows NT 4.0 OS  
Microsoft Internet Explore 5.0 w/128-bit cipher

## **COMMUNICATIONS:**

### **Minimum communications requirements for end users are:**

NIPRNET Access  
Firewall settings are the same as PPI (TCP Port 1601)

## **NOTES:**

- (1) The Modern System Client Software has not been tested in the Windows 2000 Operating System and has not been certified in this environment.

(2) The Modern System has not been tested with Microsoft Office 2000. If you are using MS Office 2000, you might not be able to attach electronic supplemental documents with coordinating a Request for Personnel Action (RPA).

\*\*For additional information on Modern System requirements, please contact Robbie Kollatt at CML (228) 813-1009/ DSN 446-1009 or by e-mail at Robert\_Kollatt@se.hroc.navy.mil.